

Your application is made online at www.UCAS.com using the “apply” method.

If you do not have a computer at home, you may use a computer in a local library or the school library.

You can include a maximum of 5 university choices on your application.

You must select the correct code for each university and for each course.

Do some research before starting.

Throughout the process there are mini videos to keep you right.

There is a lot of information on the website to help you complete your application.

Firstly, you will have to register.

To do this you will have to do the following:

1. Log on to the UCAS website –www.ucas.com.

Click on Undergraduate.

Then select 2021 entry.

Apply.

2. You then click on Register and a welcome page with some information will appear.

Click next where you will be asked to agree with the terms and conditions for the use of “apply”.

Tick the box and select next.

3. Enter the initial details i.e. title, gender, name, date of birth, then select next.

Enter your postal address –UK. Enter your house number and postcode, then select next.

Enter telephone numbers and email address (have something sensible as this is seen by the university!).

Read the questions and tick if you wish/do not wish to receive relevant products and services.

4. You will then be asked to enter a password which must have NO spaces - minimum 6 characters, maximum 14 characters, at least one lowercase letter (a-z) and one uppercase letter (A-Z), at least one number (0-9) and one special character (% , & ?).

As with any password keep this in a safe place and make it something you will remember – we can reset it if you forget!

5. You will then be asked for 4 security questions and answers. These will be used if you need to telephone UCAS for anything so keep them safe.

6. You will then be given a username, e.g. jsmith20 - write it down or put it in your phone and keep it safe. It will not be displayed at a later stage.

7. Log in now. When asked “How are you applying?”, choose the option “applying through my school/college”.

8. You will be asked to enter a buzzword.

The buzzword is Broughton2021.

It should then come up with the school address and ask if this is correct. Click yes.

Select your guidance group or Broughton UP or Early Applicants and link this to your guidance teacher using the dropdown menu.

Select next. You will then be given a Personal ID Number which should also be written down and kept safe

9. Verify your email address by clicking on the link – UCAS will send an email to you with a verification code – this should happen right away.

Enter the code from your email in the box, this confirms the email you are using for this application.

You can log off at this point or continue to complete your application.

You can log back on to the website above at any point with your username and password.

The following notes may be helpful when completing your application form. The application consists of 8 sections. Once each section has been completed properly, you should click on the box marked section complete.

You can always go back and amend any details up to the point you pay/send to referee.

SECTION 1 Personal Details Update personal details page-all sections marked (*) have to be completed

If you were born in Scotland your nationality is UK National and your residential category is UK Citizen – Scotland You will not have reference numbers

Do not fill in passport details

Student support fee code-select 02UK Chi, IOM or EU Student

Finance Services Student support arrangements-select Student AA Scotland Answer the questions about whether you or your family may have lived or worked within the EU or EEA. Criminal Convictions – Students applying for certain courses (for example, those that involve work with children and vulnerable adults, such as medicine, teaching, or social work), will be asked to declare whether they have any criminal convictions, including spent convictions

Keeping you informed about your UCAS application - choose how you wish UCAS to contact you.

Nominated access – you can enter details of a parent etc who can speak to universities or UCAS on your behalf if you are unavailable.

Disability – See list and click on No Disability, or if you have one, e.g. dyslexia/hearing impairment etc, select the appropriate one and give details in the next box

SECTION 2

Additional Information

Complete all sections marked (*) Complete the info regarding Equality Monitoring and Ethnic Origin Activities in preparation for higher education - enter any information using the dropdown menu for activities that you may have done e.g summer school, taster course (but not open day visits). Leave blank if you have not done any of these kinds of activities.

Answer the questions regarding being in care, parental education and occupational background and if you wish correspondence from Welsh universities and UCAS to be supplied in Welsh.

SECTION 3 Student Finance

The majority of pupils will be applying for funding so answer yes at this stage.

Read the information regarding applying for student funding via SAAS. Two other questions appear regarding sharing your data with SAAS and getting reminders to apply for SAAS - you should answer yes to these as well.

SECTION 4 Choices This is where you add a choice and enter the University and course choices that you intend to apply to. At this point you should have researched your course choice options thoroughly. Use the UCAS search tool option or click see list and select the relevant university and then the relevant course.

BE CAREFUL – make sure the course you have chosen is for first year entry and not third year!!

SECTION 5 Education

Click on add new school/college/centre•

Use the find option and type in Broughton Click search then select your school and enter information i.e. start date; finish date; attendance -full-time; qualifications - yes•

At the question “Please state the highest level of qualification you expect to have before you start your course”, select below honours degree level qualification from the dropdown menu

Add qualifications• Use your SQA certificate to get the details of qualifications already achieved. Enter the level i.e. Higher/National/National 4, then enter the subject number and title using the dropdown option

• Some subjects will have various codes in the dropdown list and you need to select the correct code for the year that you sat the examination – use the back pages of this booklet to get the correct codes

• Enter the remaining details marked with (*)

• Next enter the subjects you are taking this year - for the qualification date, enter May2021(examination date) or August 2021(results date), and for the results option select pending.

• Save

• After entering all your subjects enter your SCN (Scottish Candidate Number) - this is on your SQA certificate.

Do not enter units unless that was all that you achieved in that subject or if the university specifically asks for them. Do not enter the external exam (X..), since logically you cannot get a grade in a course subject if you did not sit the external exam. If you did not sit an examination and only sat the UASPs you can enter these as National Units – Scotland by typing in “National Units” in the search box.

If you are attending another school or college for qualifications or have obtained qualifications from another school/college, you have to add that school/college, then add the qualifications that you achieved/will achieve at that particular centre.

To do this, go through the same procedure, as described above. **DO NOT USE Broughton High School AS THE CENTRE FOR COURSES WHICH YOU ARE STUDYING ELSEWHERE.**

For example: For Applied Anatomy unit (SCQF 7) –Glasgow Clyde College To enter this – Add new school/college/centre Select Find Enter Edinburgh College into the search box Click on Edinburgh College

Enter the date that you started, e.g. Aug 2020, and the date you intend to finish the course, e.g. May 2021 Attendance – part-time Qualification – Yes Now select add qualifications

In the search box type National Unit Select National Unit Scotland

Enter the subject/title – Applied Anatomy F4S2 34

Enter the qualification date – this will be when you have finished the course
Awarding Organisation – SQA Level – SCQF7or Adv higher Result – leave this blank

SECTION 6 Employment Enter any relevant employment details

SECTION 7 Personal Statement

This is where you enter your personal statement – a maximum of 4000 characters. It may be easier to type your statement in “Word” where you can use the spell check option and the word/character count option, and then you can copy and paste it onto your application. Remember to select save after pasting it onto your application. To mark this section complete you must first preview it, then select section complete. You will only be able to do this if you have not gone over your character limit.

Your application and personal statement should be given to your guidance teacher to look over - **ONLY SELECT PAY/SEND WHEN YOUR GUIDANCE TEACHER TELLS YOU TO.**

When you have completed your application form and your guidance teacher is happy with your form, you need to select Pay/Send. You can only do this if all sections are marked as complete

SECTION 8 Pay/

Send. When you select Pay/Send you will be asked for card details to make the payment. For a single course the cost is £18 or for multiple courses the cost is £24. Your application is now with the school co-ordinator who will send your application to UCAS after your guidance teacher has added your reference. It is still possible to have

your application sent back to you for any last minute changes prior to sending it on to UCAS. We cannot send your form to UCAS until you have paid.

You do not send your application to UCAS directly because your guidance teacher has still to add your reference, which is why the school deadline is much earlier than the UCAS deadline of January.

**** DEADLINE DATES deadlines for Oxbridge, Medical, Veterinary Medicine and Dental applications : Friday 7 September 2020 – Draft Personal Statement to Guidance Teacher Monday 1 October 2020 – Final Personal Statement and Completed Application Form to Guidance Teacher deadline for all other UCAS applications is Friday 2 November 2020.

Please note:

- All applicants must meet the school deadlines above to ensure applications can be processed by the UCAS deadline, (UCAS deadline for early applicants is 15 October and for all other applicants is 15 January).
- Guidance staff check personal statements and forms, as well as writing a reference for each applicant. This takes time, and is the reason why the school deadlines are much earlier.